



www.beverlyhills.org

COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive
Beverly Hills, CA 90210-4817
(310) 285-1123
FAX: (310) 858-5966

CITY OF BEVERLY HILLS

APPLICATION FOR TROUSDALE R-1 PERMIT

Before preparing this application, the applicant should review the provisions of Article 26 and Article 26.5 of Title 10, as well as other applicable Code sections. The applicant should also consult with the City Staff that will be involved in reviewing and processing the application, primarily Building & Safety and Planning.

The considerations that the Planning Commission will give in reviewing an application for a Trousdale R-1 Permit depend on the type of request the applicant is making. The Planning Commission may grant Trousdale R-1 Permits for the following:

- Height of additions, and
- Game court fences and lighting standards

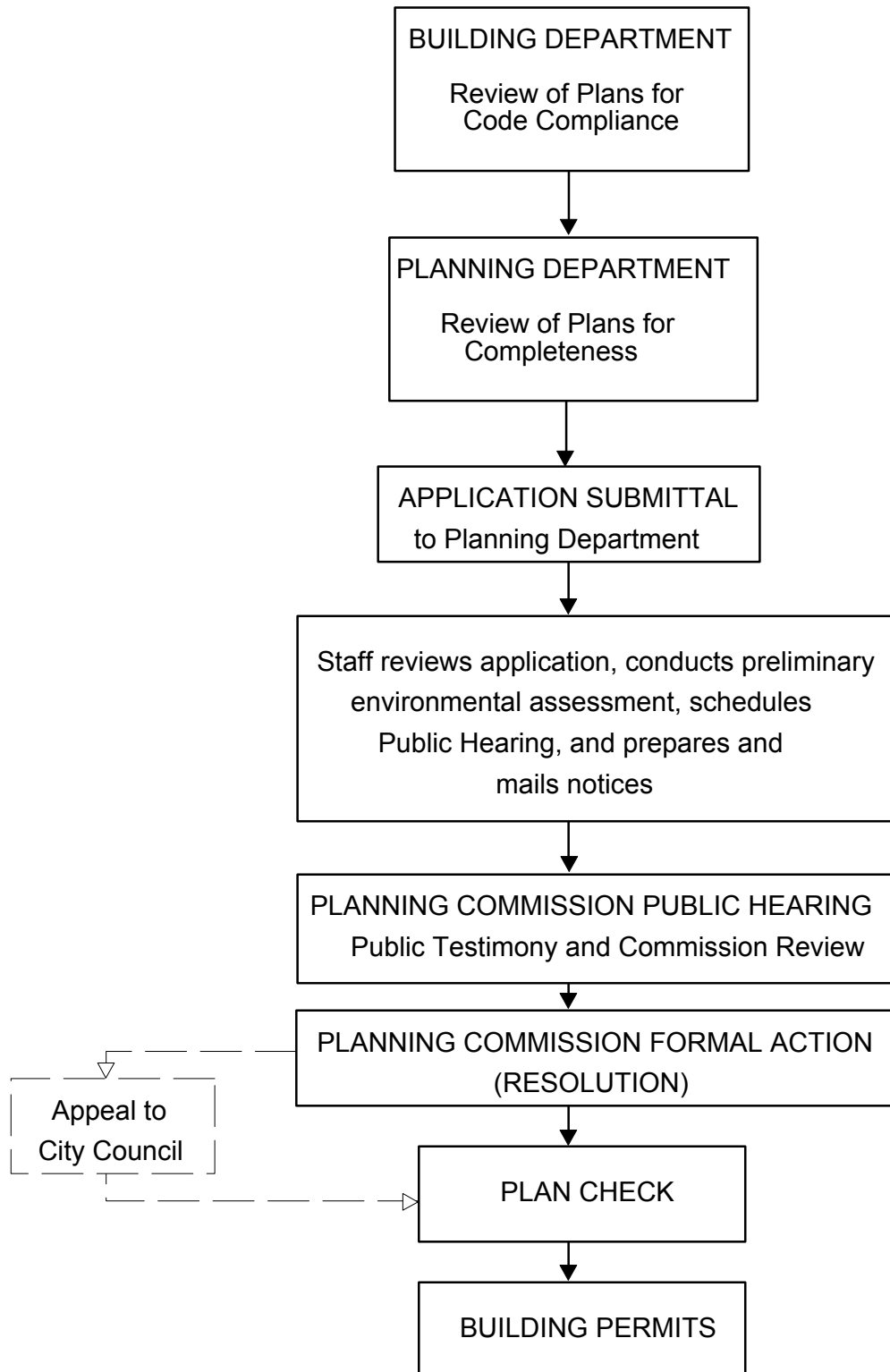
The prospective applicant should review Section 10-3.2650 of the Beverly Hills Municipal Code for more specific information on what the Planning Commission can authorize and what grounds the Commission considers in order to grant a Trousdale R-1 Permit.

The Commission does not review projects on the basis of architectural style.

The following flow chart illustrates the review process. The attached application checklist includes a listing of all materials required for submission.

Applicants are expected to make a brief presentation of the proposed project to the Commission at the public hearing. It is suggested that plans be mounted for this presentation.

TROUSDALE R-1 PERMIT REVIEW PROCESS



TROUSDALE R-1 PERMIT: APPLICATION CHECKLIST

Complete applications shall consist of the following items:
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

☐ **Application Forms**

- Owner's signature is required.

☐ **Preliminary Building and Planning Review**

- Two copies of plans with stamps from the Building & Safety Division.
- Plans must also be reviewed for completeness by the Planning Division staff prior to application submittal.

☐ **Architectural Plans**

- **12 sets**, collated, stapled, and folded (See diagram on page 3)

☐ **PLOT PLAN**

- Entire parcel must be shown.
- Label and dimension all existing and proposed structures (including walls) and distances to property lines.
- Indicate location of streets.
- Show topographical features using contour intervals of not more than 5 feet.
- Indicate location, size, and species of existing trees and vegetation, and indicate which are to be removed.
- Show location of any public or private easements, curbcuts, and any obstructions within the public right-of-way.

☐ **ELEVATIONS**

- Show both existing portions to remain and proposed.
- Indicate height to top of roof, and to top of chimneys.

☐ **FLOOR PLANS**

- Show both existing and proposed.
- Indicate orientation with north arrow or indication of street location.

☐ **VIEW DIAGRAMS AND ADJACENT PROPERTIES**

- Plot the proposed project and the adjacent properties.

- Include structures on neighboring properties and indicate distances from proposed construction.
- Include cross-sections through the site and the adjacent properties to show the relationship of the proposal to the adjacent properties. Heights and distances must be indicated.

☐ **LANDSCAPE PLAN**

- Indicate type, size, and location of plants.
- Show any proposed hardscape treatments.

☐ **Radius Maps**

- **12 copies** of a map indicating each parcel of land and land use within 500 feet of the exterior boundaries of the site.
- Show a 300-foot radius around the subject site and number each parcel touched by that radius consecutively (see "mailing labels", below).

ALL PLANS AND MAPS MUST INCLUDE A TITLE BLOCK WITH THE NAMES AND PHONE NUMBERS OF THE APPLICANT, ARCHITECT AND ANY OTHER PROJECT REPRESENTATIVES, AS WELL AS THE PROJECT ADDRESS.

☐ **Mailing Labels**

- 2 sets of mailing labels with the names and addresses of all owners and residential occupants (particularly if the owner's address is different from the property address) of property within 300 feet of the project site. THE PROPERTY OWNERS LIST MUST BE OBTAINED FROM THE MOST CURRENT LOS ANGELES COUNTY TAX ASSESSOR'S ROLL. Include the applicant's and/or agent's address.
- Labels must be numbered to correspond to the assigned number on the map.
- Labels must be typed or printed on Avery® or Xerox® brand self-adhesive 8½" X 11" sheets.
- DO NOT abbreviate city names (U.S. Postal Service request).

☐ **Affidavit**

- Signed statement that the labels and maps are complete and current (a sample affidavit is attached).

☐ **Additional Information**

- Additional information may be requested by staff or the Commission to help better illustrate the proposal as it may effect/impact neighboring properties. Applicants may be asked to construct a model and/or erect poles/flags on the site to delineate the proposal.

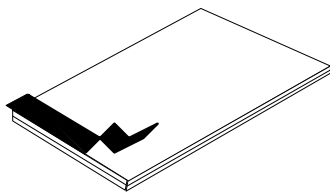
☐ **Fees: See current Fee Schedule**

- Trousdale R-1 Permit
- Environmental Assessment (Categorical Exemption)*
- Mailing Fees = ____ X No. of labels in one set.
- Fish and Game Filing Fee Must be submitted to the Planning Department **within 48 hours of project approval**. Check must be made payable to "The Clerk of the Los Angeles County".**

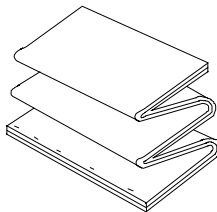
Folding Directions

All Plans which are larger than 8" x 13" are required to be folded to 8" x 13", to fit in department files. Plans which are not folded **will not** be accepted.

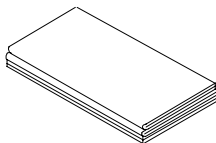
Step 1: Please remove all bindings.



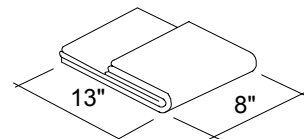
Step 2



Step 3



Step 4: Fold as flatly as possible.



* PLEASE NOTE: Some projects may need a full environmental assessment (preparation of an initial study), which requires an additional fee (see current Fee Schedule) and an additional application. Please consult with staff for specific requirements.

** This fee applies only to projects which require a full environmental assessment resulting in an environment impact report or a negative declaration; projects with categorical exemptions do not require this fee.



CITY OF BEVERLY HILLS COMMUNITY DEVELOPMENT DEPARTMENT
TROUSDALE R-1 PERMIT

Project Address: _____

Legal or Assessor's Description: _____

Landowner

Applicant or Agent

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State & Zip: _____

State & Zip: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

Person to contact for site access: _____

The applicant seeks a Trousdale R-1 Permit to allow the following (check all boxes that apply):

- ☐ Allow the sideyard setback for an addition over 14 feet in height to match an existing nonconforming side yard setback, if the proposed addition would increase the 1988 floor area of the residence by more than 20% or 1,000 square feet {Section 10-3.2608(c)(1), Section 10-3.2650(a)}.
- ☐ Allow an addition in excess of 14 feet in height to be added to an existing building that likewise exceeds 14 feet in height {Section 10-3.2605, Section 10-3.2650(a)}
- ☐ Game court fence and lighting height when located within 5 feet of a property line {Section 10-3.2425(c)}.

Site Size: _____ square feet

Floor area of existing residential structures: _____ FAR*: _____

Floor area of proposed addition or structures: _____ FAR*: _____

Height of existing residential structure (as defined by Code):

* FAR = Floor Area Ratio = Floor Area ÷ Site Area

Number of stories: _____ In Feet: _____

Height of proposed addition or structure (as defined by Code):

Number of stories: _____ In Feet: _____

Distance from front property line: _____

Distance from side property lines: _____

Distance from rear property line: _____

Project Description Describe the existing and proposed improvements as they relate to this application. Include a description of any related construction even if it does not require an R-1 Permit.

Basis for Request Explain reason for application and why request should be granted pursuant to the criteria listed in Code Section 10-3.2650.

I, _____, am the applicant/authorized agent, and have read and understand all statements. I hereby declare (affirm) that the foregoing statements, facts, and attached plans and materials are true and correct.

Signature of Applicant/Agent

Date

I, _____, am the property owner of the subject property. I have read and understand all foregoing statements, and hereby authorize the processing of this application.

Signature of Property Owner

Date

CITY OF BEVERLY HILLS
COMMUNITY DEVELOPMENT DEPARTMENT

Categorical Exemption

NAME OF PROJECT _____

LOCATION _____

TYPE OF BUSINESS (IF COMMERCIAL) _____

PROJECT DESCRIPTION _____

APPLICANT'S NAME _____ PHONE _____

APPLICANT'S ADDRESS _____

CITY _____ ZIP _____

IF DIFFERENT, PROVIDE:

AGENT'S NAME _____ PHONE _____

AGENT'S ADDRESS _____

CITY _____ ZIP _____

The undersigned, having received this project for processing, has reviewed it for environmental impact and concluded that the project qualifies for a categorical exemption under the procedures adopted by the City of Beverly Hills and no further environmental assessment is necessary.

Applicable Exemption Class _____

COMMENTS _____

Reviewed by _____ Date _____

Fee: _____ (See current Fee Schedule)

MAILING LIST AFFIDAVIT

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF BEVERLY HILLS)

I _____, hereby certify that, to the best of my knowledge and under penalty of perjury, the attached Ownership List correctly shows the names and addresses of all persons to whom all property is assessed, as they appear on the most current Los Angeles County Tax Assessor's roll, within the area described on the attached application and for a distance of _____() feet from the exterior boundaries of the property described on the attached application.

I further certify that, if required pursuant to the attached application, the attached Occupants List reflects all residential addresses within _____() feet from the exterior boundaries of the property described on the attached application that are not owner occupied.

I certify under penalty of perjury that the foregoing is true and correct.

Signed

Date